## Staff Council Standing Committee Minutes

**Committee Name:** SC Rewards and Recognition committee  
**Meeting Date and Place:** Jan. 9, 2020; University Club  
**Member Present:** Mark Reynolds, Amy Hawkins, Joe Lane, Nicole Lovato-Monet, Grace Faustino, Della Willis.  
**Guests present:** Tracy Briggs and Cherie Knight  
**Minutes:** Taken by Cherie Knight.

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| **1 Approve Agenda** | Joe’s Birthday! Tracey Briggs & Cherie Knight, Guests  
Joe called the meeting to order at 2:03 pm |
| **2 Approve Minutes** | |
| **3 Old Business (November)** | Ideas for 2020: Tours of the UNM Cancer Center, OMI with the Medical Students, Physics & Astronomy Building, Anderson School High Tech, Johnson Gym (construction done by Feb 1, soft opening in March), Rain Forest downtown, UNM Arboretum and La Posada.  
- Let’s do lunches etc. |
| **4 New Business** | Title: “For the Health of it Wellbeing Expo”, #Wellbeing was approved by the Committee as a collaboration between a sub-committee of Staff Council (Rewards & Recognition), UNM Wellness, and HSC Wellness on Thurs Sept 24 (main campus - SUB Ballrooms and two large classrooms) and Friday Sept 25 (north campus Domenici NW third floor or W lower level plaza and two classrooms).  
Collaborate as a group (Staff Council, UNM Wellness, HSC Wellness) on this two-day event.  
Budget, Volunteers, Vendors, Topics, Details – work with Staff Council for moving forward.  
Set-up 9:30 am, Tear Down 2:30  
Ballroom or Plaza Expo Tables and Fitness Demos 10:00 – 2:00  
20-minute Wellness Classes 11:00, 12:00 noon, and 1:00  
20-minute Financial Topic Talks 10:30, 11:30, 12:30, and 1:30 (Different topics main vs north)  
Reserve venues as soon as possible. Wellness and four financial companies will each staff a table during the expo. Include HSC Wellness in planning and implementation, Staff Council will invite appropriate outside vendors, approach Zach at Rec Services to identify and recruit his staff as fitness instructors, ask for donations to help with raffle every ½ hour, around the world stamp card to qualify for a raffle prize.  
Cherie will ask if HR/Leadership still approve prior policy of 1:30 or 2:00 hours paid time off to attend, with management approval. Mark will pursue EMS Services support for both expo events.  
Staff Appreciation Week  
Ideas: Free Lobo Breakfast Burrito at LaPo (Amy will set a meeting), Music on the Plaza with faculty and staff/faculty musicians, Food Trucks (SUB events would have to approve), Frito Pies with Alumni, happy hour offsite or at the university club, Tunnel Tour, massage chairs, therapy dogs. |

- Staff Appreciation Week; When where and what etc...(set up meeting with Amanda etc.)
North Campus Day might fit into a week-long structure, include tunneling tour on north campus. Graduation is May 11 in 2020.

Committee voted to approve a one-week long event for the week of May 18. All in favor.

Next meeting will focus on developing out the details for this event.

PAWS Awards – Three box format was approved. New fillable form will deal with the issues of some content being cut off. These have also been made for the other award categories. An electronic format would be helpful for the Gerald May form, which Grace can assist with. Consider providing examples of what extraordinary service looks like to help nominators complete a nomination for each category in a nomination form. This idea can be built out more in the future.

Baskets – What types of items go into the baskets? This has been a project of Celeste’s choosing for years. Staff Council provides the PAWS Plaque with date and name engraved. Starting last year, the Committee provided a $30 LoboCash card for each winner as well. Amy provides Staff Council swag as well. Celeste has solicited swag from other departments on her own.

It’s been a bit of an issue this year when Celeste has been out of office, because winners have reached out to Amy asking what they have won. Celeste is still interested in doing the baskets after her recovery is complete. Amy delivered the Sept/Oct Rewards to Celeste last week. Nov/Dec still need to be delivered. Natalie wants only to order the PAWS awards. Celeste wants only to do the baskets. Neither wants to participate in the Committee in any additional way. Currently there is no oversight to determine when things are being done.

The plaque and card should be provided to winners within one month after the awards have been announced. Can a solution also be determined for how the award & card will be delivered? Della, Joe, and Rob have offered to help with delivering the awards. Discuss a timeline for the process next meeting.

| 5 | Open discussion on Committee - |

Next Meeting The next meeting will be **2/13/2020 - University Club**

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**Roster**

**Events, Rewards and Recognition**

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